

# Mandatory Pre-Bid Conference Meeting Minutes

Calfee Community & Cultural Center Phase II

June 12, 2025

This Mandatory Pre-Bid Conference was held in the Council Chambers of the Town of Pulaski located at 42 1st St SE in Pulaski, Virginia on Thursday, 12 June 2025 at 2:30 p.m., local prevailing time, to answer questions, explain any items requiring further clarification, and participate in a site/facility visit/walkthrough at 1 Corbin-Harmon Drive, Town of Pulaski, Virginia.

NAME	COMPANY	EMAIL
Bryan Petak	KNA Contracting	<a href="mailto:estimating@knacontracting.com">estimating@knacontracting.com</a>
Brian Bower	Thor Construction	<a href="mailto:bbower@thorconstruction.com">bbower@thorconstruction.com</a>
Jack Bulls	Avis Construction	<a href="mailto:bullsj@avisconstruction.com">bullsj@avisconstruction.com</a>
Alan Graham	Harper General Contractors	<a href="mailto:cwalker@harpergc.com">cwalker@harpergc.com</a>
Eddie Herron	G & H Contracting	<a href="mailto:eherron@ghcontracting.com">eherron@ghcontracting.com</a>
Nathan Smythers	Town of Pulaski	<a href="mailto:nsmythers@pulaskitown.org">nsmythers@pulaskitown.org</a>
Austin Painter	Town of Pulaski	<a href="mailto:apainter@pulaskitown.org">apainter@pulaskitown.org</a>
Jill Williams	Calfee CCC	<a href="mailto:jill@calfeeccc.org">jill@calfeeccc.org</a>
Ryan Watson	Balzer & Associates	<a href="mailto:ryan.watson@westwoodps.com">ryan.watson@westwoodps.com</a>

Agenda included the review of topics that may affect proper preparation and submittal of bids, including the following:

- Procurement and Contracting Requirements: Bid Form and Attachments; Bid Submittal Requirements.
- Communication during Bidding Period: Bidder's Requests for Information; Addenda.
- Construction Documents: Alternates, Allowances, and Unit Prices; Substitutions following award.
- Schedule: Project Schedule; Contract Time; Liquidated Damages; Other Bidder Questions.
- Site/facility visit/ walkthrough.

## Questions & Answers

1. Will minutes and attendance at the Pre-bid Conference be provided?
  - Minutes and attendance are included herein.
2. To whom/how are bids to be delivered and can the date receiving of bids and opening of bids be moved to allow additional time?
  - After review and consideration Calfee and the Town of Pulaski have approved the change in the date of bid receiving and bid opening. The new date and time are as follows:
    - Sealed bids for the construction including renovations & additions and site work of the existing facility will be received by a Nathan Smythers, Acting Building Official of the Town of Pulaski, at the office of the Town Engineer, 42 1<sup>st</sup> Street, NW, Pulaski, Virginia 24301, until 10:00am local time on Thursday, 10 July 2025, at which time the Bids

received will be publicly opened and read in the Pulaski Town Council Chambers located on the second floor of the same building. Bids received after this time will not be accepted. Only Bids submitted on the Bid Form provided, with all spaces filled in, will be considered. Bidders may supplement the Bid form as appropriate.

- Written requests to the Architect/Engineer must be submitted by 5:00pm on Monday, June 30, on the provided form for interpretation or correction of any ambiguity, inconsistency or error therein which he may discover. Any interpretation or correction will be issued as an Addendum by the Architect only to prime bidders represented on Mandatory Prebid Meeting sign-in sheet. Only a written interpretation or correction issued as an Addendum will be accepted. No Bidder shall rely upon interpretation or correction given by any other method. All Addenda will be emailed to each Bidder, but it shall be the Bidder's responsibility to make inquiry as to the Addenda issued. Addenda may be issued at any time, until then close of business on Thursday, July 3. All such Addenda shall become part of the Construction Documents, and all Bidders shall be bound by such Addenda, whether or not received by the Bidders.
  - Use attached revised bid form with updated/corrected information as to location for bids to be submitted.
- 3. Clarify work to be performed under the funding/grants.
  - This project will be executed under two separate contracts with the Town of Pulaski as the Grantor. The scope of work under each grant/contract shall be as follows:
    - Appalachian Regional Commission (ARC) Grant
      - Kitchen Addition/Expansion
    - National Park Service Grant
      - All exterior improvements to the existing building
      - Site improvements
- 4. Start of Construction & Timeline
  - August this year 2025 to August 2026 with negotiating of lowest responsible bidder
  - Contractors shall provide date of availability and proposed timeline for work to be performed
- 5. Will background checks be required for employees, staff, etc. due to childcare requirements?
  - No. Workers on site will NOT need to get background checks for the childcare center
- 6. Will contractor schedules need to work around daycare operations/schedule? If so, provide childcare schedule and workaround preferences/requirements.
  - Yes. The childcare schedule is as follows:
    - Childcare center is open from 7am-6pm, Monday through Friday.
    - Naps are taken from 12-2pm.
    - Calfee would like for loud construction to break from 12-2pm Monday through Friday.
- 7. Will the building be accessible for General Contractors to bring subcontractors?
  - Yes. Jill Williams of Calfee CCC will arrange site visits & building access.
- 8. Will building permit costs be required for this project by the Town of Pulaski?
  - Yes, and shall be paid by the contractor.
- 9. Is the new flooring in the kitchen expansion to match that of the existing kitchen? If so, provide finish material, information, etc.
  - The flooring installed in the existing kitchen is Pro Rez ProKrete Cementitious Urethane covered with a Hybrid Flake coating.
  - As mentioned during the pre-bid conference the flooring installation and materials in the existing kitchen were done by donation. It has not been confirmed if this will occur with the kitchen addition.
    - Contractors shall include installation and materials for the kitchen flooring in their bid, however the Client reserves the right to receive a deduction should he installation and/or materials be donated.
- 10. Repair the mortar to national historical document.
  - Repointing of historic mortar shall be prepared and placed in accordance with the department of the interior national park service cultural resources preservation briefs 2,

- "Repointing Mortar Joints in Historic Masonry Buildings," Revised Edition October 1998, and in compliance with the guidelines set forth by the Secretary of Interior's Standards for Rehabilitation as stated in Note 1 of Division 4 on Sheet T2.01.
- Provide allowance in Bid in the amount of \$15,000. The selected contractor will provide an assessment of conditions and cost of repair during contract negotiations.
11. Existing precast windowsills are to be repaired with materials to match existing materials and existing finish. Loose joints and missing materials/section in precast sills shall be repaired and/or replaced in kind to match existing.
    - Provide an allowance of \$10,000 in bid. The selected contractor will provide an assessment of conditions, recommendations/extent of repairs/replacement work and cost during contract negotiations.
  12. Existing vinyl windows are not historic. There is no specific information about the window details in the original building drawings. New windows are to be aesthetically similar windows shown in drawings per historic photos. New windows noted on plans are to be aluminum clad windows per Marvin basis of design or equal.
  13. Existing metal windows at the existing auditorium and kitchen addition shall be refinished/repainted and fitted with new glazing.
  14. All existing wood trim is to be refinished/repainted. If trim is found to be not able to be refinished, it shall be replaced in kind.

Please contact me if there are any questions.

Sincerely,

WESTWOOD PROFESSIONAL SERVICES

A. Ryan Watson, Architect  
Department Manager/Associate

Cc: Town of Pulaski  
Calfee CCC LLC  
B&A file